



TRAINING NEWSLETTER

April 2006

“A LEARNING ORGANIZATION CREATES ITS FUTURE”

PDS has a motto: “A Learning Organization Creates Its Future”. But, what does it mean to be a learning organization and what can your organization do to become one?

A learning organization is one in which people at all levels, individually and collectively, are continually increasing their capacity to produce results. In order for organizations to succeed, especially in most areas of government, the level of performance and improvement needed requires learning. Providing employees with an opportunity to keep up to date and expand their knowledge allows them to develop a greater understanding of how they can influence and contribute to the organization. Investing in learning and training initiatives increases productivity and efficiency.

To become a learning organization, everyone must contribute and take advantage of the learning opportunities available to them. PDS provides a number of these opportunities, including training seminars on a wide range of topics, certificate programs, process improvement workshops, organizational development consultation and much more!

Take advantage of the services PDS provides to Iowa government employees to take the first or next step in becoming a learning organization.

Learning Organizations...

- provide a rewarding, satisfying work environment
- make work fun
- give people hope that things can be better
- stretch beyond perceived limits
- value opinions and contributions

Tips to Becoming a Learning Organization...

Communicate: Take time to read, think, and talk about new ideas and work

Build development plans: What are the expectations for growth and learning over the next quarter?

Attend training seminars: Interact with others while taking away valuable new ideas and techniques that may be applied to the workplace immediately

Don't forget to sign up for...

Teamwork Skills (April 21)

Minute Taking (May 2)

Grant Seeking (April 14)

Services Contracting (April 11)

From Interview to Hire (April 13)

Grant Writing (April 28)

Thriving on Change (April 20)

Grant Management (May 5)

SEMINAR SPOTLIGHT

Doug Whittle will be instructing two upcoming seminars. Doug is an admired PDS facilitator. He keeps the sessions interactive and motivating and introduces valuable new ideas and concepts that can be applied in the workplace.

Thriving on Change (GI 163) – April 20, 2006

Every day we all are faced with decisions that change the way we think, live, and interact with our friends, family, and business associates. *Thriving on Change* will teach participants how to use change to become more productive and effective, overcome difficulties, and enjoy their workplace.

Teamwork Skills (GI 164) – April 21, 2006

Effective teams need to be planned, built, and maintained. They must balance a strong vision with clear roles and responsibilities, know how to balance each team member's qualities, and be able to appropriately handle peoples' feelings. *Teamwork Skills* will guide participants in understanding the components of an effective team and identifying ways to enhance and support their own team(s) in the workplace.

CPM APPLICATIONS

There are just a few seats remaining in the Certified Public Manager class scheduled to begin this June 2006!

If you are interested in participating in the program, please send in your application no later than April 15, 2006!

For more information, including a CPM application, visit:

<http://das.hre.iowa.gov/cpm.htm>

COMPUTER SKILLS

The schedule of various application and computer skills training can be found on the PDS website by clicking on *Computer Training*. The site lists all application training seminars through July 31, 2006.

Visit the PDS website for more information about course offerings.

<http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>

To enroll in a seminar, speak with your supervisor or agency's training liaison.

If your organization does not have a training liaison, contact Leslie Davenport at the email or phone listed below.

Questions or Comments? Email us at pds@iowa.gov or call 515-281-5456